



Club Runner

How to Share a Story

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Step 1

Go to rotary9216.org and click on 'Member Login'.



Step 2

Log in using your Club Runner credentials or 'Send me a Magic Link'. If you do not have the credentials, please send a request to innovation@rotary9216.org

A screenshot of the ClubRunner login interface. The background is a solid blue color with the 'ClubRunner' logo at the top. A white login form is centered on the page. Inside the form, there is a 'Home' link with a house icon. The text 'Enter your login information below:' is followed by two input fields: 'Username' and 'Password'. Each field has a corresponding 'Forgot' link ('Forgot username?' and 'Forgot password?'). Below the password field is a checkbox labeled 'Keep me logged in' and a 'New user?' link. A blue 'Login' button is positioned below these options. A horizontal line with the word 'OR' in the center separates the login options from a purple button labeled 'Send me a Magic Link' with a magic wand icon. At the bottom of the form, there is a copyright notice: '© 2002-2025 ClubRunner. All rights reserved.' and a row of links: 'Privacy Statement | Cookie Policy | Online Help | System Requirements'.

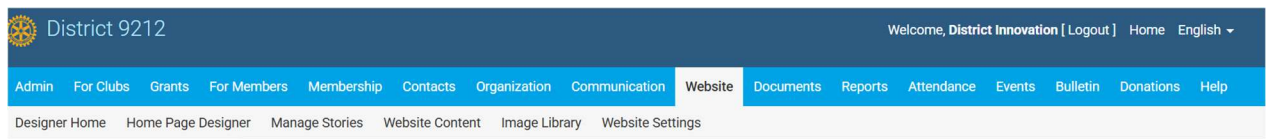
Step 3

Once logged in, click on 'Member Area'.



Step 4

You will be redirected to the Club Runner admin page. Click on 'Website' then 'Manage Stories'.



Step 5

Click on 'Create New Story'.

[← Go back](#)

Story Library

Click on the Story Library Link below to access all of your stories, or click on one of the other links to access the stories for a specific section of your website or bulletin.

Go to: [Story Library](#) [Stories Widget](#) [Stories List Page](#) [Custom Page Stories](#) [Bulletin Stories](#)

[Published](#) [Drafts](#) [Deleted](#)

Search:

Show entries ☒ All stories ☐ My stories

[+ Create New Story](#)

Step 6

Fill in the relevant fields.

Add a New Story

[Copy from an Existing Story](#)

Story Settings

Title* [Format ?](#)

Permalink*

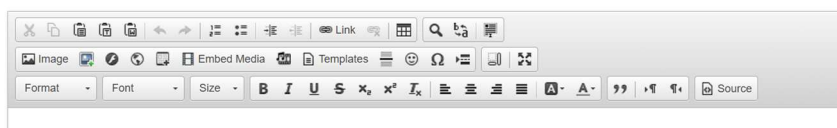
Author [✖](#)

Date [📅](#) [✖](#)

Social Media ☐

[Change](#)

Story Brief



Step 7 (Optional)

Add images by clicking on 'Image'.

Story Content

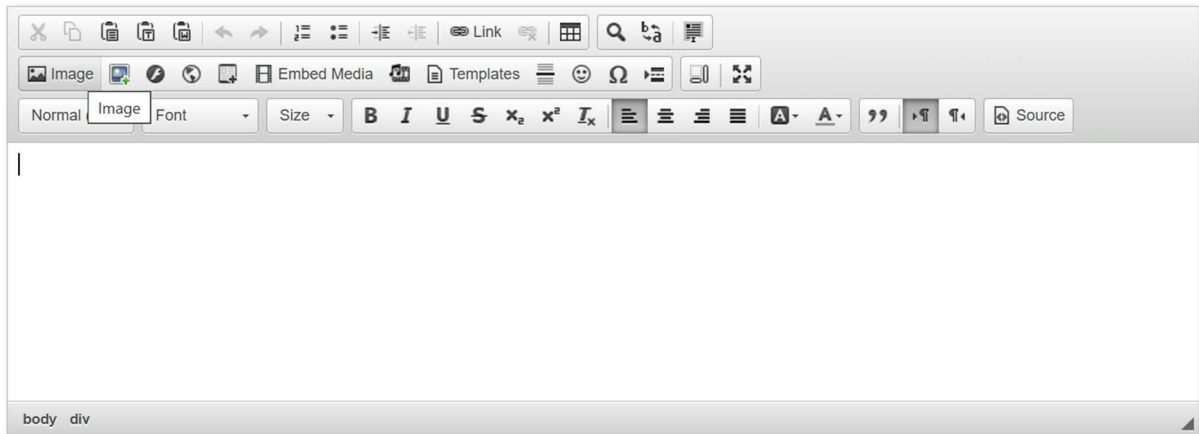


Image Properties

Image Info

Link

Advanced

URL

Browse Server

Alternative Text

Width

Height

Border

0

HSpace

VSpace

Align

<not set>

Preview

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Maecenas feugiat consequat diam. Maecenas metus. Vivamus diam purus, cursus a, commodo non, facilisis vitae, nulla. Aenean dictum lacinia tortor. Nunc iaculis, nibh non iaculis aliquam, orci felis euismod neque, sed ornare massa mauris sed velit. Nulla pretium mi et risus. Fusce mi pede, tempor id, cursus ac, ullamcorper nec, enim. Sed tortor. Curabitur molestie. Duis velit augue, condimentum at, ultrices a, luctus ut, orci. Donec pellentesque egestas eros. Integer cursus, augue in cursus faucibus, eros pede bibendum sem, in tempus tellus justo quis ligula. Etiam eget tortor. Vestibulum rutrum,...

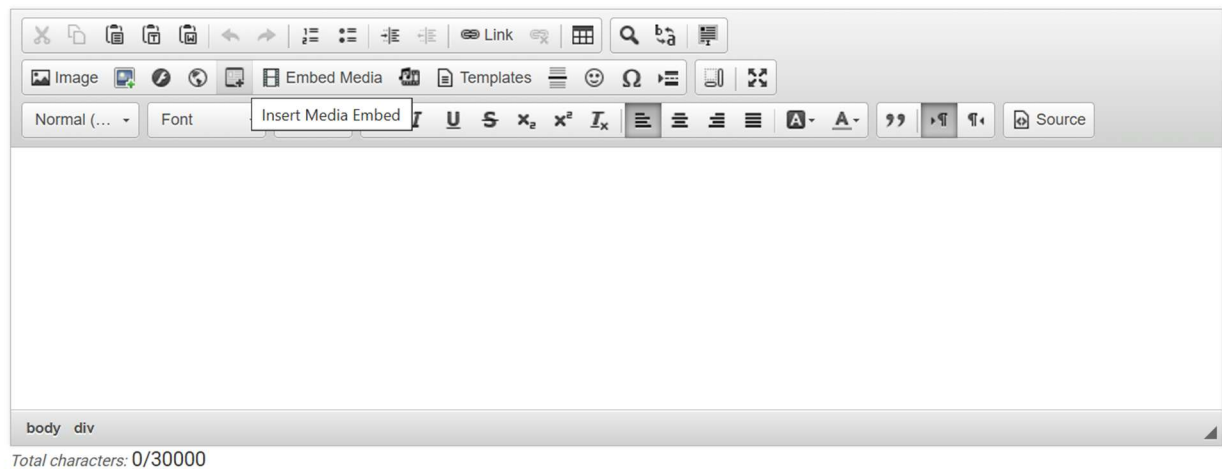
OK

Cancel

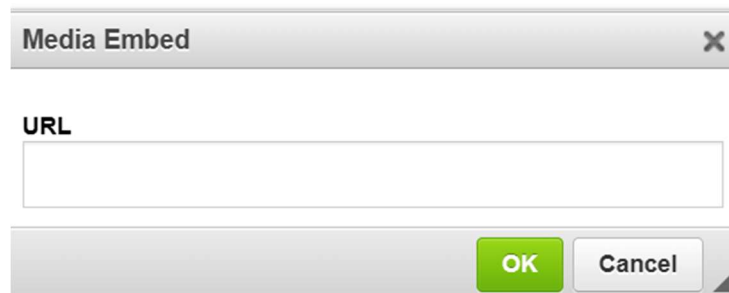
Step 8 (Optional)

Add videos hosted on YouTube by clicking on 'Insert Embed Media'.

Story Content



The screenshot shows the top portion of a content editor. It features a toolbar with various icons for editing text and media. A dropdown menu is open, showing options: 'Image', 'Embed Media', and 'Templates'. The 'Embed Media' option is highlighted. Below the toolbar is a large, empty text area. At the bottom left of the text area, it says 'body div'. At the bottom right, it says 'Total characters: 0/30000'.



The screenshot shows a 'Media Embed' dialog box. It has a title bar with the text 'Media Embed' and a close button (X). Below the title bar is a label 'URL' followed by a text input field. At the bottom right of the dialog box are two buttons: 'OK' (green) and 'Cancel' (grey).

Step 9

Click on 'Save Changes as Draft'.

Blog

Comments ☐ Enable Comments ?

Tags ?

Cancel

Save Changes as Draft

Save and Publish

The public image committee will review the story and publish.